

CEA *CAREER EXECUTIVE ASSIGNMENT*



The California Department of Fish & Game and
the Wildlife Conservation Board
invite you to apply for a
Career Executive Assignment



**for ASSISTANT EXECUTIVE DIRECTOR,
WILDLIFE CONSERVATION BOARD, CEA 1**

FINAL FILING DATE – May 24, 2010
(Application must be postmarked by this date)
SALARY RANGE: \$6,173 - \$7,838

*Our employees are committed to managing and protecting California's
diverse wildlife and the habitats upon which they depend.*

POSITION INFORMATION

Position Description: The **Assistant Executive Director, Wildlife Conservation Board (WCB), CEA 1**, serves under the direction of the Executive Director, WCB; serves as a member of the Executive Director's Leadership Team; plans, develops, and manages the Land Acquisition Program; formulates policy recommendations on the most sensitive and complex land acquisition projects; monitors project components and ensures consistency within the WCB, and with other state and federal agencies; represents the WCB's interests in Federal and State-mandated policy committees; makes presentations on a variety of WCB issues related to land acquisition, policies and regulations, and researches and advises the Executive Director and WCB on all real estate issues relative to WCB's land acquisition proposals.

Additionally, the Assistant Executive Director, WCB, CEA 1:

- Works with other State, Federal, and local government agencies, private organizations, and constituent groups to strategically develop and implement WCB's conservation policies and programs.
- Promotes WCB's commitment to and accountability for the preservation and protection of the State's resources through fair and consistent application of laws and responsiveness to the public.
- Represents the WCB on high-level task forces and committees, before the legislature, media, members of the scientific and real estate community, and at conferences and meetings with various governmental and constituent organizations related to WCB issues.
- Represents the Executive Director and the WCB, as a voting member of the San Joaquin River Conservancy, Coachella Valley Mountains Conservancy, and as an ex-officio member of the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (Rivers & Mountains Conservancy), and San Diego River Conservancy.

- Achieves the goals and objectives of the WCB's strategic plan.
- May serve as WCB representative in the Executive Director's absence with regards to issues or focus areas of top importance to the WCB.
- Manages WCB programs within fiscal resources and develops strategies to improve budget efficiency and alternative funding sources.
- Utilizes strong written, oral, and interpersonal communication skills to ensure continuing team development within WCB and inspires the use of these skills by staff.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Minimum Qualifications for Admittance:

Applicants must meet the following minimum qualifications:

EITHER I: Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

OR II: Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

OR III: Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for salaries are set by statute) as defined in Government Code Section 18992.

OR IV: Must be a person retired from the United States military, honorably discharged from active duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

Knowledge and Abilities:

Applicants must demonstrate the ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

Knowledge of:

The organization and functions of California State Government including that of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; equal employment opportunity and anti-discrimination programs.

Ability to:

Plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislature and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

The knowledge and abilities are expected to be obtained from the following kinds of experience:

Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

(The above experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS

Screening Criteria:

- Knowledge of laws and regulations regarding WCB's statewide land acquisition program.
- Knowledge of current real estate issues, including property acquisition law of the State of California.
- Knowledge of laws and regulations governing California's habitat.
- Knowledge of California's hunting, fishing, and environmental laws and regulations; ecosystem methodologies; and fish and wildlife programs.
- Knowledge of DFG & WCB programs, policies, procedures, and overall mission.
- Knowledge of program evaluation and development.
- Supervisory experience directing professional/administrative staff.
- Knowledge of multi-species conservation planning and management.
- Demonstrated knowledge and experience in budgetary management and development and ability to make sound fiscal decisions.
- Demonstrated leadership skills.
- Demonstrated experience in formulating, implementing, and evaluating program policies.
- Experience working collaboratively with a variety of public, private, local, State, and Federal government entities and stakeholders involved with California's fish and wildlife issues.

EXAMINATION INFORMATION

Type of Examination:

This examination consists of an application and Statement of Qualifications screening process with examination interviews conducted, if necessary, for those applicants meeting the pre-determined screening criteria listed above. Candidates must obtain a minimum rating of 70% to obtain list eligibility. Candidates are notified in writing of his/her results. The Executive Director, WCB may conduct hiring interviews before a selection is made.

HOW TO APPLY FOR THIS EXAMINATION

Filing Instructions:

INTERESTED APPLICANTS MUST SUBMIT:

- ***A COMPLETED STANDARD STATE APPLICATION (FORM 678).***
- ***A "STATEMENT OF QUALIFICATIONS". THE STATEMENT IS A NARRATIVE DISCUSSION OF HOW THE CANDIDATE'S EDUCATION, TRAINING, EXPERIENCE, AND SKILLS MEET THE MINIMUM AND DESIRABLE QUALIFICATIONS AND QUALIFY THEM FOR THE POSITION. THE STATEMENT OF QUALIFICATIONS SERVES AS A DOCUMENTATION OF EACH CANDIDATE'S ABILITY TO PRESENT INFORMATION CLEARLY AND CONCISELY IN WRITING AND SHOULD BE TYPED AND NO MORE THAN TWO PAGES IN LENGTH.***
- ***RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.***
- ***THE STATEMENT SHOULD CLEARLY INDICATE "STATEMENT OF QUALIFICATIONS" AT THE TOP OF THE PAGE.***
- ***INCLUDE IN YOUR STATEMENT OF QUALIFICATIONS SPECIFIC EXAMPLES OF***

YOUR EXPERIENCE THAT DEMONSTRATE EACH OF THE SCREENING CRITERIA FACTORS. PLEASE NOTE THAT THE EXAMPLES YOU PROVIDE IN THE STATEMENT OF QUALIFICATIONS MAY BE THE ONLY TOOL USED FOR DETERMINING YOUR FINAL SCORE AND RANK ON THE ELIGIBLE LIST.

- ***APPLICANTS NOT SUBMITTING A STATEMENT OF QUALIFICATIONS WILL BE DISQUALIFIED FROM THIS EXAMINATION.***

Where to Mail:	<p>The State Examination Application (Form STD 678) and Statement of Qualifications must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date of MAY 24, 2010 will not be accepted. Applications and Statement of Qualifications may be filed in person or by mail at:</p> <p>Department of Fish and Game Attention: Exam Unit 1416 Ninth Street, Room 1217-B Sacramento, CA 95814</p>
How to Get an Application:	<p>Obtain a State Examination Application (Form STD 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at http://jobs.ca.gov/OEC/jobs/stateapp.aspx.</p>
Accommodations for Persons with Disabilities:	<p>If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.</p>
Length of List Eligibility:	<p>The results of this examination may be used to fill subsequent vacancies in this position within the next 12 months. However, the Department may elect to consider new applicants in addition to those previously screened.</p>
General Information	<p>If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared to the performance of others who take this test, and all candidates who pass will be ranked according to their scores.</p> <p>The Department of Fish and Game reserves the right to revise the examination plan to better meet the Department's needs if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.</p>
General Qualifications	<p>Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others</p>

QUESTIONS?

If you have any questions concerning this CEA examination or the testing process, please contact Kelli Johnson, Exam Analyst with the Department of Fish and Game, Human Resources Branch at (916) 651-1138.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.